



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**NATIONAL CONSULTANT - Translation of a Nepali language report of NPC on
“National Guidelines on Monitoring & Evaluation” from Nepali to English”**

For

National Planning Commission (NPC) through FP-SDGs (FPSN) Project, Nepal

Date: 08 August 2019

Reference No.: FPSN/RFP/004/2019

Country: Nepal

Description of the assignment:

The Sustainable Development Goals (SDGs) are now the globally agreed common development framework for the planet, people and their prosperity discussed and agreed by the UN General Assembly in September 2015. The SDGs are built on the MDGs and they are aspiration of people for transformation through inclusive and equitable economic growth, social development covering a wider and deeper range of rights-based sustainable development issues. SDGs have 17 Goals; 169 targets and more than 232 indicators agreed globally to measure and track the progress. Nepal also joined with the global community and she has committed 479 indicators of SDGs for reporting to the global communities. In implementation of the process, the National Planning Commission of Nepal has prepared a national level SDGs baseline report and published a book entitled "Nepal Sustainable Development Goals: Status and Roadmap -2016-2030" in 2018. This report established baseline for SDGs progress monitoring at national level.

Considering the involvement of various international development partners for SDGs implementation at different tiers of government, it has been necessary to prepare an English translated report of the NPC developed Language report on “**National Guidelines on Monitoring and Evaluation” in Nepal.**” Then, it is important to share the report in English language to various development partners working on SDG sectors in Nepal, both national and international agencies and at various provinces of the country. This will assist all of these development partners to make due SDG responsive- planning of activities and budget allocations for M&E related activities of various alternate SDGs targets and indicators.

Objective and scope of the assignment

Main objective of this work is to translate in English language of a recently produced report of NPC on **National Guidelines on Monitoring and Evaluation” in Nepal.** Specific objectives and scope of the works are as listed below.

- a) To translate the NPC report on “**National Guidelines on Monitoring and Evaluation” from Nepali to English** correctly using the appropriate technical terms of the monitoring and evaluation thematic areas.
- b) Appropriately check and recheck the translated report in English and make the report formatting in a publication standard.
- c) To share the first draft translated report with key staffs of NPC and others knowledgeable on M&E and incorporate the reviewers’ comments in to the 1st draft report, and prepare a second draft version of the translation report for copy editing purpose.
- d) To incorporate reviewer’s and copy editors’ comments on the translated report and to improve quality of the report, as per suggestions of various reviewers and copy editors.
- e) To check the translated English language report for its consistency with the Nepali report and to ensure correctness of technical terms used in the report at various stages of its revisions, until the report is published in 2019.

Details on the objectives, methodologies, and activities are provided in the TOR attached as Annex I.

Project/Agency name: FPSN Project, NPC/UNDP

Period of assignment/services (if applicable): The period of the contract will be valid stating from 80 days .

No. of Consultants Required: One

Duty Station: Kathmandu, Nepal

Expected Places of Travel (if applicable): NA

Proposal with CV and attached forms (annex 4) should be submitted at the following address:

Your offer comprising of CV and other documents as described in annex I to V to be delivered on **hard copies**, with title **NATIONAL CONSULTANT - Translation of a Nepali language report of NPC on “National Guidelines on Monitoring & Evaluation” from Nepali to English.** with enclosed envelop with signature should reach at the following address no later than **2 PM of 26 August 2019.**

The Administrative and Finance Associate;
Facilitating the Pursuit of SDGs in Nepal (FPSN), NPC, UNDP
P.O. Box 107
Central Bureau of Statistic Thapathali, Kathmandu Nepal
Tel: 4100565 and 4259305

For any query, a written inquiry must be submitted to the email: anil.ray@fpsnepal.org mentioning Procurement Notice **Ref: FPSN/RFP/004/2019 (for Translation in English Language of an Nepali report of NPC)**, on or before **12:00 Noon, 23 August 2019**.

UNDP (and the FPSN Project) shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's (or FPSN Project) response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), CV -max of 8 pages (Annex III) and Offeror's Letter to UNDP (Annex IV).

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

At least masters' in Economics, Development Planning, Statistics, or Econometrics, or International Development, or other relevant subject.

II. Experience:

- The consultant must have minimum of master degree in economics, development planning, or in relevant disciplines, and with minimum of about 10 years of past relevant work experience in preparing national level document in M&E sector activities in central level government agencies in Nepal
- He/she should be fluent in writing both English and Nepali language and well verse with writing and editing government policy, plan and program documents, with demonstrated records of written policy documents in the past.
- He/she must have thorough knowledge on government's plan formulation process and preparation of Government policy and Monitoring and Evaluation documents in Nepal.

III. Other competencies:

Functional Competencies

- The consultant with prior work experience in preparation of higher-level economic policy and strategy documents for Government of Nepal will be given a priority, and such previous experience on preparing policy and strategy documents will get additional advantage (weightage scores) in evaluation process, as well.

- Good command in English and Nepali language in spoken and writing high quality publishable reports and publications.

Corporate Competencies:

- Promotes the vision, mission and strategic goals of UNDP and
- Demonstrate integrity by modelling the UN's values and ethical standards
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a. Proposal:

To be included as part of the proposal:

- A cover letter with a brief presentation of your consultancy explaining your suitability for the work (maximum of 2 pages);
- Complete CV document (in word file), attached as **Annex III**; also downloadable from the UNDP Nepal Website, including detailed information on past experience in similar kind of assignment (projects).
- A brief methodology on how you will approach and conduct the work (*limit to under 1000 words*)
- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed Lump sum financial proposal. (**Annex IV**)

Note:

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.
- This application system allows uploading only one file per application; we therefore, recommend to upload the completed application package (and CV) as attachment file in the e-mail.. If the applicant wishes to include additional information, they may be attached only 1-2 additional information.

4. GUIDANCE FOR FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the

financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

5. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation part will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical	70%	70
• Academic qualification relevant to the services required by the assignment	20%	20
• Proven past experience in relevant work areas of preparing national level economic policy and planning strategies for development and M&E sector activities at national level in Government of Nepal.	30%	30
• Proven experience in writing high quality policy report in both English and Nepali language and well verse with writing and editing government policy, plan and program documents, with demonstrated records of written policy documents in the past.	20%	20
Financial		
• Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation.

*The method of evaluation is a desk review of CV (Maximum of 8 pages document). Please highlight in the CV major documents/reports/papers you have prepared, and/or, assignments you have done that are directly matched with the kind of assignment noted in the annex 1.

** FPSN project reserves all right to accept or reject the bid for whatever reason.

ANNEX

FOUR set of documents to be included as application package

- | | |
|------------------|--|
| ANNEX I | - Terms of References (ToR) |
| ANNEX II | - General conditions of contract for the services of individual consultants |
| ANNEX III | -A well formatted brief CV of 8 pages (maximum) |
| ANNEX IV | -Confirmation of interest and submission of financial proposal |

TERMS OF REFERENCE

**National Consultant – Economist or Development Specialist, or M&E Expert
For
Translation of a Nepali language report of NPC on “National Guidelines on
Monitoring & Evaluation” from Nepali to English.**

**National Planning Commission (NPC)
Facilitating the Pursuit of SDGs Nepal (FPSN) Project, NPC/UNDP**

1. Background

The Sustainable Development Goals (SDGs) are now the globally agreed common development framework for the planet, people and their prosperity discussed and agreed by the UN General Assembly in September 2015. The SDGs are built on the MDGs and they are aspiration of people for transformation through inclusive and equitable economic growth, social development covering a wider and deeper range of rights-based sustainable development issues. SDGs have 17 Goals; 169 targets and more than 232 indicators agreed globally to measure and track the progress. Nepal also joined with the global community and she has committed 479 indicators of SDGs for reporting to the global communities. In implementation of the process, the National Planning Commission of Nepal has prepared a national level SDGs baseline report and published a book entitled "Nepal Sustainable Development Goals: Status and Roadmap -2016-2030" in 2018. This report established baseline for SDGs progress monitoring at national level.

SDG interventions needs coordination of various stakeholders from all tiers of the government, and timely monitoring of activities of various agencies and stakeholders, and evaluation of their activities as well. In addition, for effective planning for SDG implementations, we also need to have proper framework for monitoring and evaluation of SDGs interventions related activities at all three tiers of the government, i.e., at the national government, provincial and local level government level. In this context, recently, Government of Nepal, National Planning Commissions (NPC) has produced a national guideline in Nepali Language on Monitoring and Evaluation for in Nepal.

Considering the involvement of various international development partners for SDGs implementation at different tiers of government, it has been necessary to prepare an English translated report of the NPC developed Language report on “**National Guidelines on Monitoring and Evaluation**” in Nepal.” Then, it is important to share the report in English language to various development partners working on SDG sectors in Nepal, both national and international agencies and at various provinces of the country. This will assist all of these

development partners to make due SDG responsive- planning of activities and budget allocations for M&E related activities of various alternate SDGs targets and indicators.

2. Objective and Scope of the Work

Main objective of this work is to translate in English language of a recently produced report of NPC on **National Guidelines on Monitoring and Evaluation” in Nepal.** Specific objectives and scope of the works are as listed below.

- f) To translate the NPC report on **“National Guidelines on Monitoring and Evaluation” from Nepali to English** correctly using the appropriate technical terms of the monitoring and evaluation thematic areas.
- g) Appropriately check and recheck the translated report in English and make the report formatting in a publication standard.
- h) To share the first draft translated report with key staffs of NPC and others knowledgeable on M&E and incorporate the reviewers’ comments in to the 1st draft report, and prepare a second draft version of the translation report for copy editing purpose.
- i) To incorporate reviewer’s and copy editors’ comments on the translated report and to improve quality of the report, as per suggestions of various reviewers and copy editors.
- j) To check the translated English language report for its consistency with the Nepali report and to ensure correctness of technical terms used in the report at various stages of its revisions, until the report is published in 2019.

3. Size of the Guidelines

Total size of the **National Guidelines on Monitoring and Evaluation** is about 185 pages, which includes tables in more than 30% of the pages and in annex section.

4. Qualification and Experience of the Consultant

- The consultant must have minimum of master degree in economics, development planning, or in relevant disciplines, and with minimum of about 10 years of past relevant work experience in preparing national level document in M&E sector activities in central level government agencies in Nepal.
- He/she should be fluent in writing in both English and Nepali language, and well verse with writing and editing government policy, plan and program documents, with demonstrated records of written research reports and policy documents on M&E sector in the past.
- He/she must have thorough knowledge on government's M&E process and preparation of Government policy and Monitoring and Evaluation documents in Nepal.
- He/she with prior work experience in preparation of higher-level policy and strategy documents for Government of Nepal will be given high priority and will also get additional advantage (weightage scores) during the process of evaluation of proposal and bidding documents, as well.
- He must have PAN/VAT registration certificate

5. Duration of this Consultancy

Duration of this consultancy will spread over 80 days, after signing of the contract with FPSN project.

6. Coordination and Reporting

The consultant will report to FPSN Project and the Research Evaluation and Monitoring Division of the National Planning Commission.

The national consultant will work under the direct supervision of Project Manager of the FPSN project and will work in close consultation with Programme Director for Monitoring and Evaluation, in Research Evaluation and Monitoring Division of the National Planning Commission. Hershel will submit the report to the NPC through FPSN project office located in CBS building in Thapathali.

7. Logistic Support

The national consultant will work on his/her own computer. Moreover, the FPSN project can provide space for work in its office, if it is requested by the consultant.

8. Terms and conditions of this consultancy

The national consultant will work of his/her own and cannot give any sub-contract to other persons (or party). S/he will accomplish the work in stated time period, and there will be no extension of the cost estimates of this contract.

9. Payment

The consultant will be paid by the FPSN project based on the per page basis of work done. Therefore, the prospective consultant can quote in their charge for consulting services (fine translation of the document attached), including VAT and any other government service tax based on per page basis of the translating assignment.

Payments will be made by the FPSN project as per the following schedules:

- a. 60% of the consulting services upon receipt of the satisfactory completion of first draft version of translated report on Need Assessment, Costing, and Financing Strategy
- b. 40% of the consulting services upon receipt of the satisfactory completion of final version of the paper (as noted above), and after its approval by the respective units in NPC

Note: Tax will be deducted at source as per rules and regulations of the Government of Nepal.

General format of the consultant's CV to be submitted for the position

(Maximum of 8 Pages of CV in total)

- 1) Full Name of Consultant (Individual applicant):
- 2) Date of Birth:
- 3) Gender:
- 4) Detail Contact Address:
 - Permanent Address:
 - Temporary Address:
 - Email:
 - Telephone (Landline):
 - Mobile:
- 5) Key Areas of Expertise and Competency (Summary) relevant to the job assigned, with brief summary of work/assignment of the consultant (max 0.5 pages):
- 6) Education (Academic qualification)
- 7) List of Employment Record (Details, Starting with your present positions, list in reverse order every relevant employment you have had in relation to the proposed work assignment of this position):
- 8) National Task Forces members and/or Special Assignment for Policy Analysis:
- 9) List of Major Publications (20 papers maximum), with most recent one.
- 10) Any other professional information relevant to the proposed assignment.
- 11) Special Recognition/Award you have received:
- 12) List membership or Affiliation of Professional Societies and activities in civil, public or international affairs:
- 13) Signature of the assignment on the last pages of the document.

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

(Ref. # FPSN/RFP/004/2019)

Date _____

United Nations Development Programme
Procurement Unit
Nepal

Through FPSN Project, CBS, Thapathali Nepal.

Dear Sir/Madam:

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- e) I hereby propose to complete the services based on the following payment rate : [*pls. check the box corresponding to the preferred option*]:

☐

An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or *office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

☐ Sign an Individual Contract with UNDP;

☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]:*

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes [*\[pls. check all that applies\]:*](#)

- ☐ Duly signed CV within the prescribed format as given in annex 3.
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Breakdown of Cost by Components: **(Please use only the applicable cost headings)**

Cost Components	Per page Cost	Quantity	Total Cost for the book
I. Personnel Costs			
Professional Fees for translation in English Language of an Nepali report of NPC (National Guidelines on Monitoring & Evaluation)		185 Pages	
Sub- Total			
VAT amount %			
Total Amount			

Note:

- 1 The consultant should provide his/her per page rate and the total cost of the consultancy in the table above
- 2 The effective date is from the date of signing of the contract.